

BUDGET LETTER

	NUMBER: 02-08
SUBJECT: INFORMATION TECHNOLOGY ECONOMIC ANALYSIS WORKBOOK	DATE ISSUED: April 29, 2002
REFERENCES: BUDGET LETTER 01-13; STATE ADMINISTRATIVE MANUAL SECTIONS 6700-6780; STATE INFORMATION MANAGEMENT MANUAL	SUPERSEDES:

TO: Agency Secretaries
Department Directors
Departmental Budget Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

Note: Please forward a copy of this Budget Letter (BL) to your department's/agency's Chief Information Technology Officer (CIO).

In accordance with Government Code Sections 11714, 11780, and 13070, the Department of Finance (Finance) has the responsibility for budgeting and controlling Information Technology (IT) expenditures. Finance approval is required for certain proposed IT expenditures, including expenditures for reportable IT projects. The State Administrative Manual (SAM) Sections 6700 through 6780 present the basic policies regarding this authority. Annual updates to these policies, specific reporting criteria, procedures, and forms are addressed through Finance Budget Letters. These policies apply to all departments except those identified in Government Code Section 11780.

Purpose

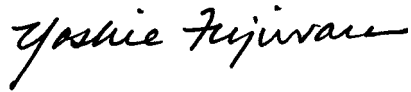
This BL presents a revised version of the Economic Analysis Workbook (EAW) Package for use by departments in documenting the costs, financial benefits, and funding requirements associated with IT projects in Advanced Planning Documents (APD), Feasibility Study Reports (FSR), Special Project Reports (SPR), and equivalent documents. This version will replace the instructions currently found in the Statewide Information Management Manual (SIMM) Volume II for all IT projects submitted to Finance and the Department of Information Technology for review and approval.

This version includes some additional cost categories for all feasible alternatives and a simplified project funding plan. This BL includes instructions for completing the workbook, labeled Economic Analysis Workbook Package Guidelines (PDF format), and the electronic EAW package (Excel 2000 format) as attachments. Additionally, both are available on the Department of Finance Technology Investment Review Unit (TIRU) website at www.dof.ca.gov/html/TIRU/tiru_home.htm.

Schedule

Effective June 1, 2002, departments are required to submit all EAWs in the new format unless a department receives prior permission from its TIRU manager to submit an alternative format.

If you have any questions, please contact your TIRU manager at (916) 445-1777.

A handwritten signature in black ink, reading "Yoshie Fujiwara". The signature is written in a cursive, flowing style.

Yoshie Fujiwara
Program Budget Manager

Attachments